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ABSTRACT

Two papers on mobile libraries were presented at the 1983 International Federation of Library Associations (IFLA) conference. In "The Development, Tasks, and Organization of Mobile Libraries in West Germany," Horst Buschendorf describes the history of mobile libraries in West Germany since 1926 and notes that there are currently 150 such libraries, working mainly with schools and old and young people's homes. Buschendorf outlines advantages and disadvantages of mobile libraries; points to be considered when deciding if a particular commmunity is best served by a mobile or a permanent library; and vehicular, book and magazine stock, personnel, scheduling, and advertising requirements for successful mobile library operation. Also described are types of government support for mobile library services and projects conducted by the Deutsches Bibliotheksinstitut Commission of Mobile Libraries. The second paper presents "Draft Guidelines for the Equipment and Operation of Mobile Libraries" developed by the IFLA Round Table Mobile Libraries Section. Guidelines cover operating field possibilities; the construction and interior of mobile libraries; the construction and interior of garages and fixed location book storage areas, working-rooms, and offices for mobile libraries; and the composition and size of mobile library collections. Detailed vehicular and building specifications and drawings are provided, with nine possible types of vehicles shown. (ESR)

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The development, tasks and organization of mobile libraries in West Germany

by

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H BUSCHENDORF:

The development, tasks and organization of mobile libraries in West Germany.

The history of mobile libraries in Germany begins in 1926. It is easiest to measure the importance that this branch of librarianship has achieved in its 57 year history by looking more closely at the milestones of its development. Let me therefore outline its history.

The first German mobile libraries - transported in cars - were established in the Worms region in 1926 and in the Saar region in 1927, although in the latter case only as a temporary measure. In 1928, the tram library made its first stop in Munich; intended as a permanent feature, its motto was "If Mohammed won't go to the mountain, the mountain must go to Mohammed". It was the first mobile library established in a city. The cities of Dresden and Cologne followed with a mobile bus, in 1929 and 1931 respectively. At the end of the 2nd World War in 1945, the Munich tram library was revived. It remained the only library of its kind in Germany. America made an important contribution to mobile libraries at this stage by providing Bookmobiles for the German population in the American occupation zones. German mobile libraries eventually reappeared in 1951, in Mannheim and Munich. Between 1954 and 1956 the first medium-sized towns established the practice. It was not until 1961 that a mobile library again toured a rural area. The appearance of a new type of transport for the libraries - a trailer - made an immediate impact, and helped ensure the development of the mobile library in our country. In Schleswig-Holstein, the towns of Flensburg (in 1962) and Rendsburg (1963) set up the first centrally-controlled, full-time regional mobile libraries. In 1963 the first mobile library appeared in a small town. Mobile libraries were increasingly used for special services in the sixties. In many towns and regions book buses began visiting, on a regular basis, primary and secondary schools, firms, institutes, old people's homes and technical colleges. Technical breakthroughs in vehicle design made the setting up of mobile libraries in town and country considerably easier. Since 1970, Munich's first six-wheeled vehicle has been in use, 17 meters long and with a capacity of about 7,000 volumes.

In 1972, the Ministry of Education and Science encouraged further development with its pilot scheme for mobile libraries, authorizing the construction of a vehicle that was to become the prototype of modern German mobile libraries. For two years this 12 meter long bus with a capacity of 4,000-5,000 volumes was to be seen the length and breadth of West Germany, visiting 225 districts and 65 towns.

The trial run of this experimental mobile library came at just the right time, as far as the very necessary strengthening of mobile libraries in Germany was concerned. The majority of the states in

West Germany incorporated the mobile libraries in their library development plans - the forerunners of library laws - as a definite and important component of their library networks, and without exception envisaged the setting up of mobile organizations in communities of up to 5,000 inhabitants. As a result, mobile libraries were credited with the status of Class I libraries in the German Library Plan of 1973, which is still showing the way ahead today, and were given a closely defined set of tasks. Class I libraries, according to the system presented in this plan, are aimed at directly covering the constant need for literature and other types of information, and are intended to ensure basic provision of facilities for the population. They must be easy to reach. The Library Plan states that this basic provision should be achieved by means of mobile libraries both in thinly populated areas with scattered communities and in densely populated suburban areas. This covers built-up suburban areas of up to 5,000 inhabitants, as well as municipal areas with more than 5,000 inhabitants but whose communities are scattered, with no definable central point.

Where previously non-urban areas were incorporated within towns and cities, reforms in various German states promoted consideration of how library establishments could best be quickly introduced in the new urban areas. In many cases the mobile library was chosen as the solution.

Districts which introduced a mobile library to some areas found that they had to plan a second for the remaining areas, as a result of pressure from the neglected sector of the population.

Up to now there are 150 mobile libraries in West Germany; 59 are in cities of more than 250,000 inhabitants, 32 in middle-sized towns up to 250,000, 15 in smaller towns of up to 100,000 and 44 in rural areas. According to the statistics of the Deutsches Bibliothekinstitute, in 1982 around 12 million items - books, journals, cassettes and games - were lent to users. This is an average of 80,000 loans per vehicle, a number which is satisfactory to mobile library operators both in terms of financial viability and (for the librarian) an ordered, steady and important dissemination of information.

Eighty of the 150 mobile libraries - more than a half - work with schools; 41 visit old people's and 23 young people's homes. Thirty-five - nearly a quarter of the total - carry material for foreign guest workers. Twelve mobile libraries include works and institutes on their rounds. About two-thirds of all mobile libraries still use manual systems for loan and return of books, using cards, tickets etc. Thirty mobile libraries chose the photographic method. Only 15 have so far ventured into electronic data processing. This type of system does of course cause problems in mobile libraries, for instance lack of space in the vehicle, sensitivity of the machines to hot summer or cold winter weather, or difficulty in installing them in schools. It is often the case, too, that users are annoyed by super-punctual automatic

reminders. However, because of the infrequent visits and the short 'opening hours' available, the calculation of fines is supposed to err on the generous side in mobile libraries.

In 80% of mobile libraries no charge is made to the user. On the other hand, in recent years there has been a widespread and sharp rise in fines. In the remaining 20% of mobile libraries charges are chiefly made for membership or for the time scale of each loan. User charges are discouraged, because the amounts involved are small and unprofitable, often bearing no relation to the administrative costs involved in implementing them.

The annually spiralling upward trend of the mobile branch of librarianship in Germany is remarkable. Between 1951 and 1983 the number of mobile libraries rose from 3 to 150. Moreover, they were all established in spite of a complete lack of existing library laws.

If we in our country, despite the enormous steps forward taken in mobile librarianship, are not yet entirely satisifed with the course of events in this field, then it is because in contrast to the large numbers of mobile libraries effectively deployed in urban areas, there are still relatively few in rural areas. Nonetheless, some federal states have at least made an effort in the last decade to redress the balance.

Since there are no longer any doubts about the growing importance of the mobile library in German librarianship, I would like to outline the tasks of this branch of the library world and at the same time draw attention to its advantages and disadvantages in comparison with fixed-location establishments.

1) The mobile library should be introduced wherever a permanent library is not financially viable and cannot fulfil a worthwhile function. This is above all the case in smaller communities and in lesser populated suburban areas.

2) Mobile libraries are desirable and good policy in growing communities and urban areas for which a permanent library is planned at a later stage. In such cases the mobile library acts as a market researcher; it collects statistical material relating to the practicality and degree of urgency involved, and fulfils an important pioneering function until the unveiling of a permanent establishment.

3) Mobile libraries are well suited to the particular demands of primary and secondary schools, works and institutes, old people's homes and apprentices' colleges. Moreover they are useful contributions to the welfare of foreign citizens.

For a number of years now the tasks of mobile libraries in our country have undergone a considerable shift of emphasis. Whereas previously mobile libraries were seen purely in the classic terms of 'Everyman's Library', nowadays stress is being laid on special

services as well. The attention given to the older generation in old people's homes is sure to have a widespread social effect. In providing reading material for children and adolescents by staking out the school playground, the pedagogical principle comes to the fore of catching them at school - above all at primary school - and getting them used to visiting public libraries regularly, thus ensuring that they are the readers of tomorrow.

Librarians and teachers will be working hand in hand if only for the reason that children do not only need suitable leisure reading matter but also suitable textbooks for their lessons.

Firms and institutes make use of the special services in many places and can provide, by means of the contact with mobile libraries, a good library services for their employees, without having to concern themselves with the problems of acquisition, shelving and administration that their own library would bring with it. The employees regard the mobile library as a genuine social service.

In considering further the question of the tasks of a mobile library, distinctions must be made between the differing requirements and relationship to each other of cities, large and small towns and rural areas.

In cities there will always be districts whose character precludes the opening of a permanent library - for instance in widely scattered outskirts or in more densely populated suburbs that nevertheless have a population of under 10,000. On the other hand the huge demand of all strata of population for information and literature demands the principle of catering in some way for every settlement and bringing the book to the reader. It is the experience of libraries that the decrease of use corresponds to the increase in distance of a reader from a library. Therefore, if for financial reasons permanent libraries are not possible in every district, the growth of black spots in the city library system must be prevented bu the introduction of mobile libraries. The argument that an increasingly motorized population would rather travel to a more distant library with a large stock than wait for a mobile library that comes close to their residence but has a smaller choice is only true up to a point. Packing problems near a large stationary library should be taken into consideration, as well as the greater value put by many users on the convenience of a mobile library as opposed to the larger stock of a more distant stationary one. Above all we should be thinking of old people, for whom the journey to a more distant stationary library is a real effort, of children, who should be discouraged from venturing on journeys which involve dangerous streets and crossings, and not least of housewifes and workers, who are keen to avoid further inconvenience at the end of a hard day.

In cities particularly, the mobile library can carry out important groundwork before the planning and construction of stationary libraries. When it is relieved by a permanent establishment it

can then resume its activity in another district. The other side of the coin has also been seen in various cities, where underused, tiny libraries have been replaced by a mobile library round.

As far as special services go, the mobile library does not provide a temporary answer to primary and secondary school library needs, but with good organization and sufficient stock can in fact be the most effective solution. For example, in Munich three mobile libraries visit seventy schools lying some distance from a permanent library every fortnight. From a stock of 75,000 items they lend over 500,000 books, journals, cassettes and games every year to 20,000 school-children.

The mobile library that for sixteen years has visited institutes, works and an apprentices college in Munich has also met with great success. A service of this kind does, however, demand special considerations. Above all, a visiting time must be decided upon which suits the employees and does not disturb the flow of work: for instance during the break between shifts, or at mealtimes.

The scheme encompasses institutes and firms with between 500 and 2,000 employees who do not have at their disposal an adequate works library.

We know from experience that foreign citizens - mostly guest workers in the case of West Germany - do not find their way into permanent libraries in any great number. This may be partly because of a lack of suitable books in the collections, but certainly also because they feel ill at ease amongst the crowds of German library users. A mobile library - specially designed to cater for their needs would undoubtedly be a boon to them. For two years a mobile library has operated in Duisburg as a project of the Ministry of Education and Science on behalf of guest workers, and has met with considerable success.

Middle-sized towns often face having to make the decision of either building one or more permanent branch libraries or setting up a mobile library service. In most cases the right decision is to choose the mobile library because it can cater (at a stroke) for many town districts. If it later proves that the number of users or loans outstrips the resources of the mobile library, then it is from the statistics gathered by the mobile library that the Council can best be persuaded of the necessity of establishing a permanent library. By surrendering a stopping-point, the mobile library is by no means left short of new tasks and districts to cover.

In smaller towns the question must also answered of whether it is better to supplement the main library with a branch library or a mobile library. In contrast to the middle-sized towns, the decision here will be final. The characteristics of the town concerned will be the criterion used: the number and geographical location of the communities, their structure, requirements and accessibility etc. If a smaller town is compact enough to enable

all its inhabitants to reach either of two permanent libraries without having to walk far, then a mobile library need not be considered. If, however, it is the case that the main library is in the town centre and more than say twenty minutes walk for inhabitants of the outskirts, or the town is extremely small but surrounded by a number of outlying communities, then a mobile library with a series of stops is preferable to the construction of several very small branch libraries.

In rural areas of some - although unfortunately not all - German states the mobile library is becoming more and more prominent, as small branch and village libraries prove no longer sufficient. Apart from this, many of these libraries with insufficient stock are no longer visited at all where village schools are closed and the children sent to schools at central points in the district.

The advantages of the large choice of a mobile library, the opportunity of joining a regional lending system and the professional advice available have been particularly apparent where very small libraries have been closed and mobile libraries put in their place.

The increase in user and loan numbers exceeded all expectations, partly no doubt because the mobile library can make many stops over a short distance thus meeting the user halfway and saving a long walk. For many federal library authorities in West Germany the many and obvious black spots on the library landscape are reason enough to press for the introduction of a mobile library. It is to be hoped that mobile library operations will expand in rural areas as quickly as possible. The increase in numbers of mobile libraries could well contribute to opening up to people eduational oportunities that were previously lacking, and so improve their chances of equality in modern society.

According to the "West German Statistical Yearbook for 1982", there are at present 9.3 million people living in communities of under 5,000 inhabitants, roughly 15% of the German population. Communities of between 5 and 10,000 inhabitants account for 6.8 million, a further 11%. If one just considers the communities of less than 5,000, and assumes an average coverage for each of the 44 mobile libraries operating in rural areas of 30,000 inhabitants, then there are about 1.3 million inhabitants whose needs are being satisfied, but a lack of 266 further mobile libraries for the remaining 8 million unlucky inhabitants. Thus only about 15% of the rural population is properly served by a mobile library.

Apart from practical considerations of distance and geography, the weighing up of the pros and cons of mobile and permanent libraries plays an important role when the setting up of a mobile library is being considered. I have already discussed the advantages of the mobile library at various stages in this paper. Let me sum them up at this point: they are mobility and a coverage of at least 50 km, wnich makes it easy to reach the smallest village; the

proximity of the stopping points, not just an advantage for old people and children; their suitability for special services in schools, homes and works; good economic viability when operating in districts and communities of up to a certain population figure or concentration.

The disadvantages must also be considered however: when the vehicle is in need of repair and servicing, then the library service is unavailable for hours or days. However, users will be able to understand this and make allowances, providing it does not happen too frequently, which might be the case if vehicles were put into service that were too old, and providing they were told the reason for the delay by means of a notice at the usual stopping place or by some other method previously agreed on. It is also possible that delays may occur because of bad weather conditions and impassable streets; reference has already been made to the smaller stock of books by comparison with large libraries.

This deficiency can be partly made up for by reservation and acquisition from central stock by the next visit, or by supply through the internal or regional lending system; the limited time available is a complicating factor. By contrast with permanent libraries, the mobile library user can only exchange items once within a specific time and only during a relatively short period of time. Experience shows however that the user very quickly gets used to the fixed hours and simply makes arrangements for this period; the lack of space in the vehicle causes some discomfort both for users and employees alike. On the other hand it is precisely for this reason that good relations are established between users and librarians, as discussion and advice are stimulated; the librarians must also suffer the effects of the weather in the damp and cold winter months and on hot summer days. This problem is largely remedied by the installation of heating and ventilation; the objection is often made that the mobile library cannot offer an intellectual environment. Even if one is in favour of mobile libraries, one must admit that even a modern vehicle with a comparatively large amount of user space will, for reasons of space and time, never offer the intellectual environment available in fully-equipped permanent libraries. On the other hand it is equally impossible to find such an intellectual centre in a small local library, and in contrast to this type of library it can be said of mobile libraries that they have the considerable advantage of professional librarians to offer help and advice, and, in the main, a significantly larger stock.

All in all, I think I can give the following resumé to the question of whether librarianship is best served by mobile or permanent libraries: in each and every case, whether in the city or the country, various factors must be taken into account and closely examined to determine which type of library best meets the demands of the situation: factors such as the size of the population, the location and its requirements, advantages and disadvantages of the different type of library. It is equally

important for the good of the people that no urban or rural area is left unprovided for. To this end we need both types of library. Mobile and permanent libraries must complement each other.

What requirements must be set in order to allow mobile libraries to fulfil their stated task by operating economically, providing a smooth service and producing a satisfactory professional performance from their staff?

I would like to begin with the vehicle itself, in which after all the lending process takes place and in which the personnel of mobile libraries spend the greatest part of their time. Before considering what type of vehicle should be put into service, the particular requirements of the area it is to serve should be studied closely. It would be as senseles to use a vehicle that could not reach the intended and best-placed stopping places because of its design, length, height etc, as it would be if attempts were made to economize on costs if the money saved by buying a smaller vehicle was out of all proportion to the better service that a larger vehicle could have provided.

The age of trailers and extendable lorries, which caused such a sensation in Germany in the fifties and sixties, is firmly in the past. Good working conditions are more easily attainable in buses than in trailers. Extendable lorries could not hold their own because they could only visit stops that allowed for an extended width of 4.4 meters, and also because they were technically unreliable.

As I have already mentioned, the prototype German library vehicle can be described as a 12 meter long bus, specially adapted to hold 4-5,000 volumes. Technically it has been continuously improved, and its interior meets the standards demanded for both user and employee; for this reason large numbers have been built for use in both urban and rural areas. In the large cities six-wheeler articulated vehicles 16-18 meters long and with a capacity for 8,000 volumes have been used for the past 13 years. However, because of their extra length these vehicles can only be used in areas where there are enough stops with good packing facilities and room to manoeuvre. In small towns and for special services small buses are still used.

Library vehicles are produced by firms today in line with design criteria laid down by the Commission for Mobile Libraries of the Deutsches Bibliotheksinstitut, which ensure that the wishes of the libraries are realized by the full use of all technical advances: advantageous use of space, as many work surfaces as possible, and the best possible working conditions, with effective heating, ventilating and lighting facilities and a pleasant working environment. The formerly common practice of rebuilding old vehicles has been discontinued.

It is now realized in all quarters that whilst short term savings can initially be made, from year to year ever higher repair costs are incurred and eventually spare parts are no longer available, causing frequent breakdowns in the service.

So that the mobile library service may function smoothly, a well equipped operations centre, with sufficient office space and a garage, is of particular importance. It is not advisable to regard mobile and stationary libraries as a unity with regard to personnel, space and stock. The mobile library should be an independent establishment. If organizational amalgamation is declined, it would nevertheless be sensible for various reasons to attach offices and garage to a main library or a large branch library. The mobile library would then be more easily able to satify special requests for books by falling back on the stock of the permanent library. If a member of the bus staff is unable to work, it is easier to obtain a replacement from the main library.

A requirement for a constantly available service and vehicle reliability is the storage of the vehicle in a garage. Wherever possible, offices, warehouse and garage should be combined. Additional considerations should include, in the ideal operations centre, facilities for washing the vehicle, a loading ramp, space for minor repairs and the storage of replacement parts, as well as communication facilities between the offices and the garage. If a number of vehicles are in service, it would be a great advantage to house offices and vehicles in a bus station, where immediate technical assistance and regular servicing would be available, in accordance with a previously negotiated contract.

The great majority of mobile libraries in West Germany have their own centre with adequate office and warehouse space. Almost all vehicles are housed in garages within the centre or in the immediate vicinity.

Of the 150 mobile libraries in Germany 142 have their own stock and are thereby able to fulfil an important requirement in the process of thriving library activity. With very few exceptions, the minimum number of volumes per mobile library establishment, specified by library development plans and publications - 12,000 to 15,000 volumes, roughly three times the capacity of a large vehicle - is being reached and in many cases exceeded.

Only a comprehensive collection of books, covering all subject fields and readily accessible to the user, can ensure that the level of use is maintained and improved. In a mobile library, the composition of the adult readers stock must emphasize the breadth of reading matter in each subject field. On the other hand, mobile libraries catering for young readers must strongly graduate their choice. If there is a mixed readership of young and adult users, the ideal breakdown of the stock is one-third novels, one-third non-fiction and one-third childrens books. The trend towards non-fiction in all fields is noticeable in mobile libraries as well. As a result of high wastage in mobile

libraries the annual budget must cater for the addition of 1,800 volumes, roughly 15% of the minimum specified stock, to replace and supplement stock.

The majority of the mobile libraries carry magazines. Experience of lending magazines is positive throughout. For some first-time users the availability of magazines is the main reason for joining the library. In some parts, cassettes have been lent for a number of years with success, and are particularly sought after by young people. Often games too, are available for loan.

About half of all mobile libraries carry catalogues. In my opinion, it is important from the point of view of advising the user to install an alphabetic, classified or even title index. It will always be easy enough to find a suitable place for it. It is also worth compiling selected lists from time to time, and giving them to the reader to look at at home.

Occasionally mobile libraries are already equipped with a microfiche catalogue.

The choice and development of staff is of great importance in a mobile library. Staff numbers depend generally on the total annual loans, the number of lending hours this total demands, and the size of the stock.

Reports and publications in this country are forever making calculations as to the required amount of personnel. The stated norm for permanent libraries must in the case of mobile libraries, be supplemented commensurate with travelling time, which is after all time lost. As a result of higher wastage in mobile libraries a large number of small book repairs are necessary, which means that the book repair sevice must be strengthened.

The mobile library driver must be part of the library personnel and should not, as has sometimes been the case, belong to another organization.

The minimum personnel for a mobile library with an annual loan rate of 80,000 items - which is about average in our libraries - should comprise 1 librarian, 2 assistants for library duties and book repair, and a driver. This requirement is met by the majority of German mobile libraries.

The pre-requisite for sound advisory work in mobile libraries is the employment of professionals. With few exceptions our mobile libraries are staffed and led by qualified librarians.

All published works on mobile librarianship stress the particular responsibility borne by the personnel. The librarians are required to have organizational talent, a high degree of self-sufficiency and, in view of the often absent or insufficient bibliographic tools, a comprehensive library knowledge. Moreover, they must be physically equipped to deal with the demands of mobile library work.

To alleviate the load on the librarian, reliable, hard-working assistants must be found, who can work independently.

It is particularly important to have a driver who is not only experienced both as a driver and a mechanic, but who is also able to undertake the duties of handling the loan and return of books during library hours.

These particular demands on the employees in mobile libraries must be reflected in their rates of pay. This is emphasized in all pay negotiations. Library employees and drivers alike should have promotion opportunities after a certain length of service by which time they will already have fulfilled some of the requirements.

The successful performance of mobile libraries depends of course very much on a balanced and well thought out lending programme. Of particular importance are the number of stops, visit frequency, number of lending hours per week and the duration of each stop. These points must be precisely examined during the planning stage and thereafter constantly improved if the library is to guarantee an economically viable and smoothly operated service.

Mobile libraries nationwide visit up to 30 stops in urban areas and up to 270 in rural areas. Special care is taken to ensure that sensible routes are compiled, wherever possible with short travelling distances.

In towns and cities the libraries visit once a week, whereas in the country the cycle is of two to four weeks. Mobile libraries that are unable to visit more often than every few weeks do at least take the interests of the user into account by visiting on the same day and at the same time of day.

Weekly opening hours amount on average to twenty. These are sufficient to produce a favourable number of loans. Even after the addition of travelling time, there is still enough time left to librarians, assistants and drivers for administrative work and vehicle upkeep.

The average time spent at each stop is between one and three hours. This depends on the size of the area the stop serves and the density of the population therein. However, even if a very small number of users are expected in any particularly sparsely populated area, the time spent at any one stop must amount to at least half an hour. The user should have enough time in a mobile library for a leisurely choice.

At this point I want to make some observations about the economic aspect of the establishment of mobile libraries. Economic investigations have shown consistently that the areas covered by mobile libraries are served with greater economic viability than by small branch libraries, part-time or village libraries. In some cases further improvements could be made if a way could be found of simplifying the technical side of library activities.

Mobile libraries are of course a long term investment and as prices have generally risen in our country, so too of course have the costs of equipping a vehicle and the annual running costs. Nevertheless, there is at present no comparable library system to deal with the needs met by the mobile library, whether in terms of performance or of cost. It is a fact that above all in rural areas, although equally in less populated suburbs, one mobile library can replace several small permanent libraries: a fact that is both interesting and I would imagine often decisive for the authorities responsible for library services, the City and County Councils.

A word now about advertising and publicity. Mobile libraries in our country usually conduct an intensive advertising campaign before the service starts. They publicize the service with leaflets, posters, stickers etc. In the first days of the service users are given bookmarks, timetables and carrier bags to take away, often to give to friends in the district as well. The Acquisitions Centre for Public Libraries in Reutlingen offers advertising materials specially for mobile libraries which have proved thoroughly successful and which act as a worthwhile addition to the image of public libraries. Above all attempts are made to attract the local press by giving comprehensive information about planning and investigation of the services.

However, after the service has begun the population must be made aware in every conceivable way of the availability of the mobile library service. To start with, the vehicle itself, which is after all constantly to be seen in its sphere of operation, can become a good advertisement for itself by making its outward appearance attractive by painting, lettering, motifs etc. The signs indicating where the libraries stop can also create an awareness in the mind of the population of the library. There are many other roads to successful advertising: endless opportunity is open to the inventive mind.

The result of all these statements and observations about the setting-up of mobile libraries is as follows:

The tasks of the mobile library can only be carried out satisfactorily if a suitable vehicle with enough work and storage space is available, if the library can be stored at an operations centre which includes suitable office and warehouse premises and a garage, if a sufficient stock of books covering all subject fields is available, if an enthusiastic and co-operative team can be found, if efficient organization and a balanced lending programme can guarantee a smooth service, and if successful advertising repeatedly draws public attention to the mobile library.

Mobile librarianship in Germany is considerably aided by the fact that there are organizations which give powerful help in planning and initiating mobile library services.

In this way the authorities paying for the mobile libraries receive financial help in most West German states in the form of generous grants of public money towards the establishment of the service. In some cases grants are also made later towards day to day running costs.

Help and advice are also given to these authorities by the Deutsches Bibliotheksinstitut in Berlin, and by the DB's Commission of Mobile Libraries. The Commission compr ses a group of six professionals from different federal states who are constantly concerned with the establishment and running of mobile libraries in urban and rural areas. The members are drawn from the bodies of the Deutsches Bibliotheksinstitut. They meet regularly several times each year and discuss problems relating to mobile librarianship in the presence of the representative of the Institute appointed to the Commission. The main task of the Commission is to produce material,to evaluate and analyze it, and then to disseminate it for the benefit of German librarianship in publications, essays, lectures, educational events and exhibitions. Authorities supporting public libraries and planners can approach the Commission with any question relating to mobile librarianship, or they can approach individual members of the Commission or even the Commission's representative of the Deutsches Bibliotheksinstitut.

Publication of material in the form of reports, or of articles in the journal "Bibliotheksdienst" or in individual supplements to this journal, is handled by the Deutsches Bibliotheksinstitut, as well as exhibitions and educational events. It is particularly worthy of mention that programmes of assistance to mobile libraries suggested and deemed necessary by the Commission are included in the Programme of the Deutsches Bibliotheksinstitut and carried out with the financial support of the Ministry for Education and Science.

I have just mentioned another important supra-regional organization. The following schemes vital to mobile librarianship in Germany were realized with the financial assistance of the Ministry for Education and Science:

- The construction of a model vehicle with an ensuing two-year publicity trip throughout Germany.
- The use of this vehicle for two years for the benefit of guest workers in Duisburg.
- The production of a 23 minute long colour film about mobile libraries.
- The financing of a three and a half year long information and advice service for mobile libraries.

The latest project "Mobile library documentation and exhibition" has just been completed, consisting of the four components:

- The brochure entitled "The Book Bus is Coming", aimed at political decision makers.

- The file "Mobile Libraries", with material to be used to help with planning new libraries, and to help employees working in mobile libraries.

- An exhibition of the development of and possibilities offered by mobile libraries.

- A film about the construction and equipping of library vehicles.

The project was completed after two years' co-operation between members of the Commission, the Commission's representative of the Deutsches Bibliotheksinstitut, and an experienced freelance artist.

To conclude my paper I can state that in the course of the last three decades the mobile library in Germany has become an effective and obvious tool of librarianship. Today it is an important component of German librarianship, so much so, that its non-existence would be inconceivable. In its designated spheres of operation it plays an important role in bringing information, further education and leisure reading to people nationwide.

IFLA 1983

IFLA GENERAL CONFERENCE MUNICH 1983

Division: Libraries Serving the General Public

Section:

Round Table mobile Libraries

124-MOB-2-E

Draft guidelines for the equipment and operation of mobile libraries

a) Possibilities of operating field
b) Construction and interior of mobile libraries
c) Collection
d) Magazines, working-rooms and garages

ROUND TABLE MOBILE LIBRARIES
1983

For internal use only:
to be brought to meeting no:
99

Remarks:
to be presented orally ☐
for distribution only ☒

INTRODUCTION

Mobile libraries are movable libraries. They change their position and stops by appointed turns. They are mostly led by specialists and have mainly own collections. The difference to the fixed library is their mobility.

Mobile libraries are real libraries. All library work is done in, at or at least in direct connection with the mobile.

By mobility and efficiency the mobile library is able to bring knowledge, relaxation and joy to many people in the whole world and to give all people the same chance. In some parts of the world they can fight against illiteracy.

In many countries of the world mobile libraries are doing their work with great succes. Other countries should follow this example.

The members of the Round Table mobile Libraries have set up guidelines for the construction and organisation of mobile library services.
They should be a help for planning a mobile library in all parts of the world.

Naturally, the members of the Round Table could not consider all facts and conditions in the different countries. And naturally there must be a corrected and expanded edition of these guidelines from time to time.

This is a beginning.

Suggestions and critical comments are welcome will be carefully tested und brought into a new edition.

GUIDELINES

Possibilities of operating field

Mobile libraries can be used as
- definitive form of library services
- preparation for a fixed library or
- for special services.

The bookmobile is the property of one municipality or a county library.
In principle two or three small municipalities or communities may jointly service a bookmobile.
The mobile library can be on schedule from morning to night with the staff working in two shifts.
In the morning when people are at work the mobile library must visit other targeted groups and in the afternoon and evening for example from 2.oo p.m. to 8.oo p.m. the bookmobile can make its regular runs and normal stops. Indeed the adult users are often at work until 4.oo p.m or 5.oo p.m., so that the evening hours are of utmost importance.
In the countryside, people working in the agriculture can quite naturally take advantage of the bookmobiles service during the day at least early in the afternoon.
Target groups the mobile library can serve in the morning are:
- schools ... ideally there should be enough time for proper council and advice, approximately one half hour/class
- day care centers
- homes for elder people, small health care centers and hospitals without a fixed book collection
- factories and institutes

The bookmobile can also leave at a specified time and place a transfer collection, a so-called " theme collection package", a collection of books which moves from one school or care center to another monthly.
In scarcely populated areas the bookmobile may function such that it does not necessarily offer the normal services but instead possible:
- movies for children and even adults
- puppet shows

art exhibits where possibly the artists come along to explain their art or art in general
- presentations by authors
- other types of presentation touching upon current topics.

These types of visits could be organized so that the library would relinquish the mobile library and driver and a cultural secretary or corresponding official would devise a program and the organizer attends to the incurred costs.
In developing countries one could also imagine that a teacher would accompany the bookmobile on its rounds and give lessons from it.

GUIDELINES for the construction and interior of mobile libraries.

/The members of the Round Table mobile libraries have compiled guidelines and recommendations about the construction and interior of mobile libraries. Firms gave their suggestions to it.

It was important to represent the different types of mobiles which are suitable for special tasks, realities, streets and climatic conditions in different countries for various actions by drawings and descriptions.

Altogether there are 7 types of mobiles - from a minibus in diverse completions, a bus prototype of 12 m length, the somewhere used trailer to a three axle 18 m long articulated lorry.

Selecting a chassis in the different countries you have to look for qualified ones at the native factories and to test foreign chassis. Perhaps the firms will give a model vehicle for driving through the expected operating field.

The construction of the body has to be from rustless material, the lac must be good and weather-proof and there should be underfloor boxes enough for batteries and different equipment. Besides this the bookmobile should be effective in form and colour.

The proposals for the interior try to use the limited room in the vehicle in the best way, to provide easy working conditions and to make the stay for staff and users as comfortable as possible.

Heating, ventilation and lighting should be satisfactory inside the vehicle.

These guidelines will be a basis also for those colleagues all over the world with no experiences in this field to discuss with the firms in their countries about technical details and to evolve own suggestions.

We have distributed the draft guidelines among you today and hope that you can use them very soon. Indeed, it could be possible to publish these guidelines in IFLA-Journal or other IFLA publications.

Model of a mobile library (bus)

Type 4 000 - bus with a capacity of 4 000 volumes - prototyp

complete length	11 - 12 m
complete bredth	2,5 m
complete height	3,30 - 3,40 m
inside height	2,20 - 2,30 m

Chassis: The chassis with a front and a wind-screen double-glazed.

Construction: The sceleton of the construction is made of steel-light build-manner, complete electriccally weld.

The outside face exists above the cover-strip including the top and the front out of 1 mm steel-plate respectively a deep-drawn sheet-metal. Under Under the cover-strip corrosion-resistant galvanized steel-plate is used. alternatively: The outside face can also be made from aluminium or synthetics. The wheel-housings are made from rustless fine steel.

The under-floor spare room for heating device, batteries, battery charger a.s.o. are made from synthetic material or V 2 a. The bottom of it has a petty inclination to the flap and has ventilation slits on the background. The underfloor-cases are lighted up and have large hinged lids which can be opened upwards. They are made from aluminium or plastics and have hinges from synthetic material to support the hinged lids and two gas pressure lifter. The underfloor cases are painted with acid resistant enamel and are opened by a sqare. The underfloor cases are for:

1 hot-water heating,

1 hot-air heating,

6 batteries (2 starter batteries, 4 additional batteries and 2 batteries if the mobile library works with computer), in this case you should prefer traction= batteries)

1 charging equipment,

1 spare wheel,

utensils,

200 l heating tank

The batteries run on telescope-slides which can be pulled out.

The sceleton and the sides get an extra hollow space treatment with an effective anticorrisive composition. The pipes are foamed out. The vehicle needs an underfloor protection. The lines of weld on the top have to be sheathed with aluminium rods and made air-proof. The isolation of the whole chassis (floor, sides, background and top) must be done very thourough. All the hollow space must be filled with rockwool,glass mineral wool. The lake for the exterior and the inscription are made by the indication of the colour and kind of writing. It should be made by baking varnish.

Doors: The bus gets pneumatic doors, each before the wheel axles, 85 cm with safety glass, alternative one double door behind the front axle , about 130 cm. They should be lockable. Inside a push button from the desk and above the doors can open and shut the doors, outside there is a push button near the back door, so that the users can draw the attention to themselves by a bell. Inside opposite the door there is a mirror so that the staff can see the user, alternative: the doors can be opened from in- and outside pneumatically. Before starting work the staff can open the door by a push button behind a flap outside of the bus near the front door. There must be a stopcock for handoperation. In the chassis frame there must be 5 à 40 l.compressed-air vessels for opening and closing the doors. The doors must have a safeguard sqeezing.

The height of a stair shall not be more than 28 cm. Chassis model with high ground level should then have 4 stairs instead of 3. An extra automatic stair with a locking over the starter can be made. Buses with a high ground level can also have a pneumatic sinking system for the ground.-The stairs should have a checkered plating and a coco-matting. The lowest stair should also have a water outlet. At the entrance and exit there should be rails. An entrance for handicapt people is possible.

Windows: A large drawn up wind-screen out of laminated glass is delivered with the chassis. 6 large top lights 1 m x 1 m which can be opened double-glazed and toned with sunshades just at the roof lights. In the vehicle close to the driver's seat and the working places there are two sliding windows. Besides this there is a double rear window. The window panes are from safety-glass with sunshades. At the wind-screen there is also a sun-shade. Alternative: Shelves at the rear wall instead of the rear window.

Showcase: On the right side of the bus left of the entrance there should be a showcase 80 x 150 cm which can be opened from outside. The pane is from safety glass holded by two gas dampers. It should be deep at least 5 cm. It

should have a transparent safety harness, be lighted by a fluorescent lamp and the back wall beholed for decoration.

For the protection of the wheel rims the wheel get hubcaps.

The bus gets one anodized gutter with water outlet, a moulding with suitable gum and a border near the floor.

The front bumpe should have a stair for cleaning the wind-screen, the rear bumper two anodized protective stripe.

Rings are on the front and on the back. Above the wind-screen there is a box for the name of the mobile library.

Heating: The bus has two heatings independent from each other:
1 hot-water heating with heat exchangers and convectors and
1 hot-air heating.
The vehicle is heated by hot-water convectors with heating tube and outlets on both sides between the shelves (the lowest and the next). the heatung tubes under the floor and between the shelves must be insulated very well. The tubes are running to the working places where especially in the interseasonal period the heat exchanger can be started by hand. The hot-air heating is an additional heating in extreme cold days or if the other heating is out of order. The heatings have an automatic circuit closer which starts the heating before the staff begins to work. It is ajusted by a thermostat inside. The heating in the front already installed by the constructor is an additional source of heat and especially a warmer for the motor including the circulation of water.

Ventilation system: An air fan with 8 outlets, 4 on each side, two of them to start at the same time.

alternatively: The use of an air-conditioning is expensive but possible. For the additional engine two other batteries are required. To insify the effect a transparent second door inside is needed.

The electric lines must be installed so that they meet behind the instrument board. All switchers on the instrument board are marked. If the main switch is pulled the electrical circuit must be interrupted.

Typ 4 000 - prototyp

Interior

Floor: On a two cm plywood there is laid a floor covering from synthetic material. This floor covering get a round about base course skirting from light metal. The floor flaps as an access to engine and gear unit has the same covering and the same skirting. For safety reasons (danger of skidding) a water-repellent carpet is laid from the front to the back including the desk area.

Interior trim: Visible lateral parts of the roof are sheathed with hard boards. There are strips on the joints.

The lighting exists of 5 fluorescent lamps on each side with transistor set superposed plant and flat lamp shades above the shelves respectively above the desks. Besides this there are desk lamps at the working places. Booster light with automatic switching on and out is in the steps. All lamps including window illumination and lighting in the under floor spare-rooms can be switched on and out from the dash board.

Shelves: 7 boards are in the shelves except above the wheel-housings. Their heights is mostly 24 cm, the depth usually 20 cm and the breadth 1 m. The boards are inclined about 5°- 10°. Nonfiction of great size can be placed in those parts of the shleves above the wheel-housings with 5 boards of 30 cm height. Near the desks there are extensible trays in the shelves. Behind the desk and above the doors and the driver's seat there are reserve shelves. The lateral parts of the shelves are glued and tenon-joint and fastened to the roof and the ground and have cover stripe. The boards,2 cm thick, the back and other wooden parts as cupboard, the tops of the desks are covered with synthetic material. The shelves should not have any unevenness.

Book ends: Book ends with eccentric straps and guide rail are built in the boards.

Magazine holder: A movable two-sided and pyramid-shaped holder for about 20 magazines is fastened to the lateral part of the shelf on the left side, just beside the desk. During the drive it is locked to the boards of this shelf. It has 20 cm high synthetic glass.

alternat.: One shelf-part (1m) is used as a magazine wall.

A cassette-box can be built in the area of the desk having room for 100 - 150 cassettes (50 cm broad, 60 cm high and 8 cm deep). These are 5 boards with a roller blind or a snap-door.The index cards are accessible to the users.

Working places with a severable book-return-desk and a book-lending-desk:

The book-return-desk is in the rear of the vehicle. The working table has two tops which can be put up. Returning or noted books can be put in there. It is made from thin plywood partition walls. On the settle behind the desk is room for three persons of staff. In the desk there is a drawer for writing material. The seats from synthetic leather have an expanded plastics filling and a cover from synthetic velvet or something like that. In front of the driver's seat there is a desk (1 m x 40 cm) which can be put up. It is made from plywood and is the lending desk. The driver's seat can be turned around 90° after the drive. The height is adjustable. A swinging door is the entrance through the desk.

alternatively: Working places with one desk: The one-piece desk has two seats for book-returning and book-lending on a base either in the driver's area or in the rear with a passage and two lockable drawers and material for the lending work as also EDV. You can also have a micro-fiche appliance there.

Multipurpose cupboard: In the background of the desk-area close to the right shelf is a multipurpose cupboard with special built-ins f.i.20 drawers for the card-index, a lockable cash-box, a tray and shelves for noted and broken books. Besides this there can be an electric refrigerator.

Cupboard: Close to the multipurpose cupboard is a cupboard with hat rack.

Sanitary installations: In the front beside the driver's seat there is a built in wash-hand-basin. The water tank is above the entrance or with a pumping installation under the basin. Near by should be an 5 l electric water heater.

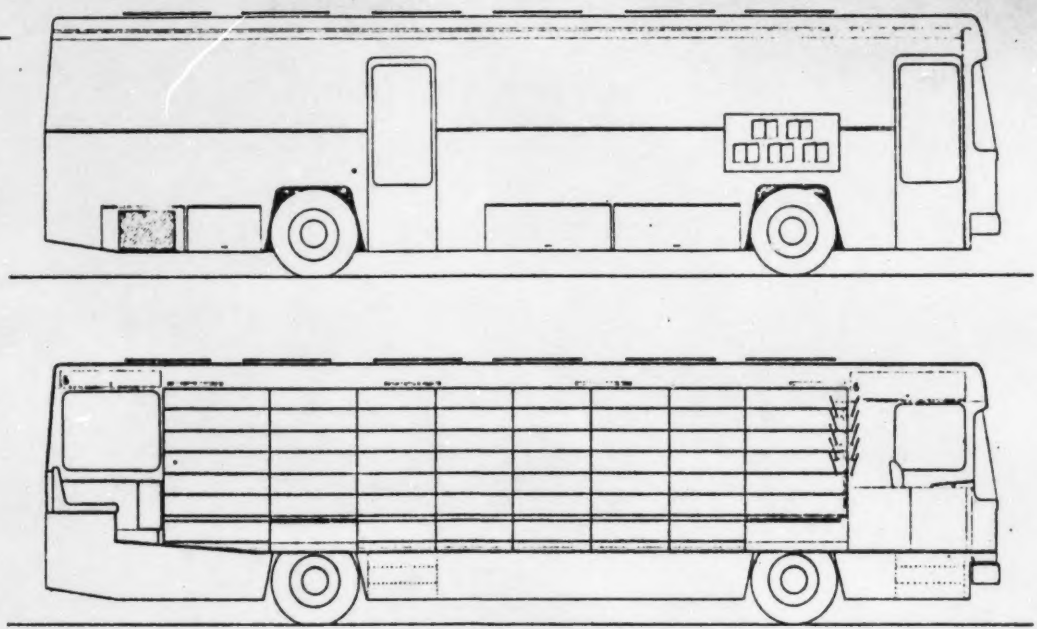
alternatively: A chemical toilet should be in the right corner of the rear. Basin and water heater should also be in the toilet. Under the ceiling must be an exhauster. The door is lockable. In this case the multipurpose cupboard is close to this cabinet.

Wheel-housings: The wheels are built around and covered with synthetic material. The front wheel-housings with expanded plastics filling and synthetic leather covering, arms. They can be put up. The left back wheel-housing with a bolster is also used as a seat, the right one is a trough for picture-books and books of plates.

alternatively: A one-piece desk is built over the front wheel-housings.

Fire extinguisher and first-aid box are placed in the driver's area.

Erklärung	legend
1 = Verbuchungstresen	charging desk
2 = Rückgabeablage	returndesk
3 = Sitz	seat
4 = Garderobenschrank	wardrobe
5 = Handwaschbecken	handbasin
6 = Mehrzweckschrank	materialcupboard
7 = Regale	shelves
8 = Büchertrog	bookbox
9 = Zeitschriftenablage	periodicalstack
10 = Ausstellung	exhibition
11 = Radkasten	wheelhouse
12 = Toilette	toilet
13 = Lesetisch	reading-desk
14 = Kartei/Katalog	card-cabinet
15 = Schalttafel	control-panel
16 = Pult	desk
17 = Ladegerät	battery-charger
18 = Ausziehplatte	pull-out shelf
19 = Kühlfach	refrigerator
20 = Cassettenfach	cassette-shelves
21 = Spieleregal	game-shelves
22 = Taschenbücher	paperbacks



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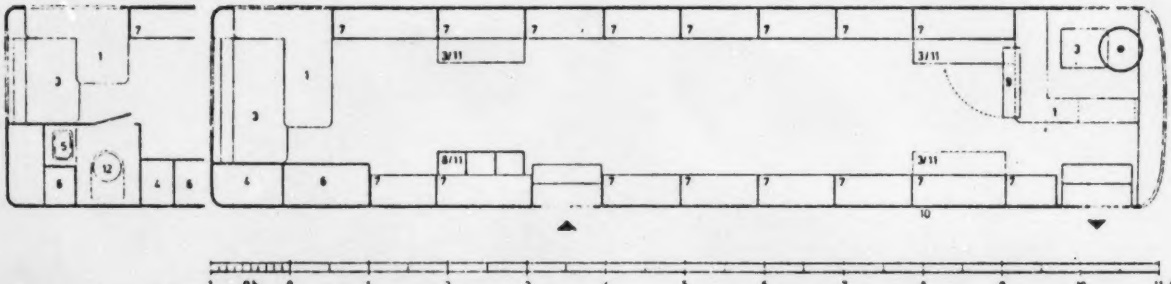
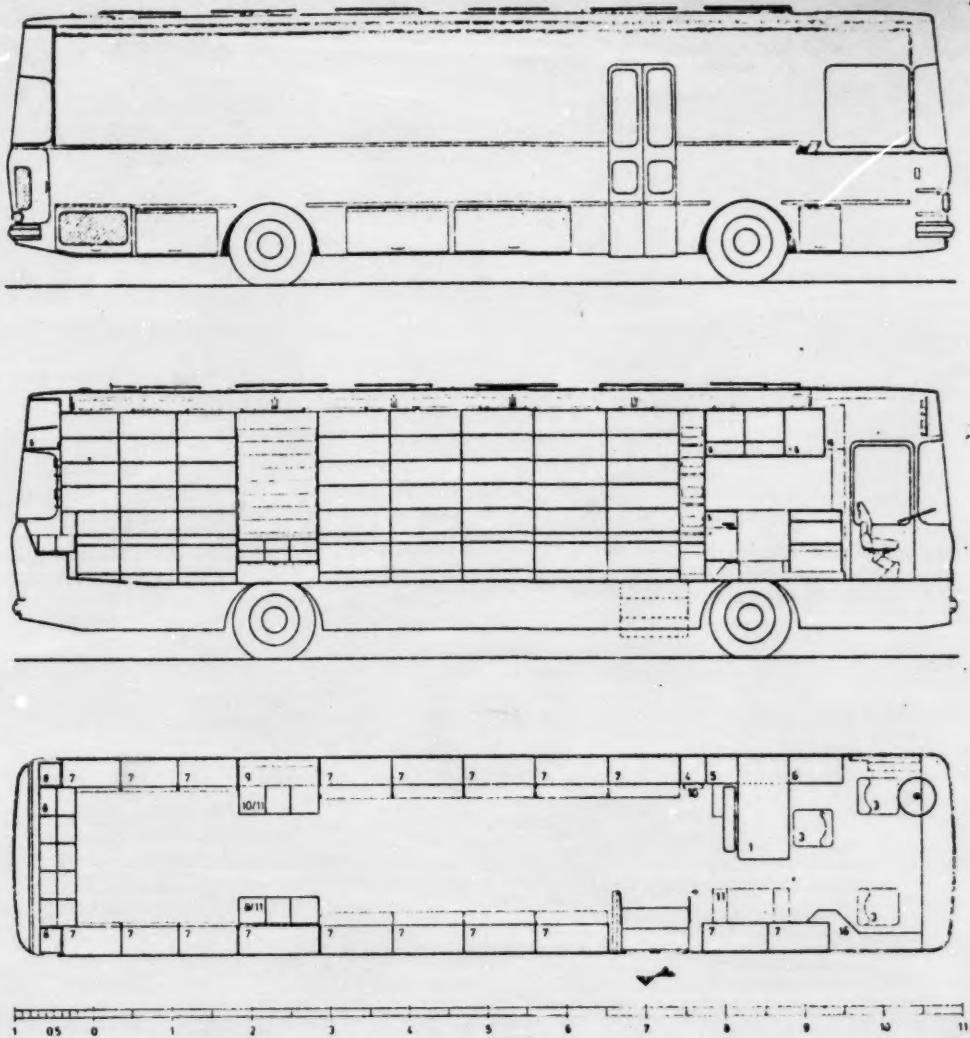


TYP4000 (zweitürig) Bus
(+wo doors)

Erklärung	legend
1 = Verbuchungstresen	charging desk
2 = Rückgabeablage	returndesk
3 = Sitz	seat
4 = Garderobenschrank	wardrobe
5 = Handwaschbecken	handbasin
6 = Mehrzweckschrank	materialcupboard
7 = Regale	shelves
8 = Büchertrog	bookbox
9 = Zeitschriftenablage	periodicalstack
10 = Ausstellung	exhibition
11 = Radkasten	wheelhouse
12 = Toilette	toilet
13 = Lesetisch	reading-desk
14 = Kartei/Katalog	card-cabinet
15 = Schalttafel	control-panel
16 = Pult	desk
17 = Ladegerät	battery-charger
18 = Ausziehplatte	pull-out shelf
19 = Kühlfach	refrigerator
20 = Cassettenfach	cassette-shelves
21 = Spieleregal	game-shelves
22 = Taschenbücher	paperbacks



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TYP 4000 (eintürig) Bus
(one door)

Type 1 500 - Lorry with a capacity of 1 500 volumes,

complete length	6 m
complete bredth	2 m
complete height	3,10 m
inside height	2 m

Chassis

The lorry-chassis - the front (bonnet, wind-screen and trapdoors) is overbuilt.
The worse the street the higher the wheels.
Alternative: The bus-chassis with a front and a wind-screen and door is overbuilt for 70 cm.

The following description if this standard refers to the stronger lorry-chassis.

Construction: like type 4 000 with the following differences:

Doors like type 2 000 with the following difference:
In the driver's cab on the left side there is one trapdoor half glazed with a sliding window and sunshade.

Windows: 3 large double-glazed and toned top lights 1 m x 1 m.

Batteries are under the seats in this vehicle.

Heating: The vehicle has a hot-air heating with 6 500 Kcal/h with a hot tube and outlets on the left side. The admission of fresh air with priming pump should be installed as high as possible.
Alternative: Hot-water heating with convectors and heat-exchangers.

Air-condition: An air fan with outlets, two on each side.

Typ 1 500

Interior - like Typ 4 000 with the following differences:

The lighting exists of 3 fluorescent lamps on each side...

Shelves: The vehicle has also a shelf at the back. Above the driver's seat there can be a shelf with poles for returning books.

Magazine-holder like typ 2 000.

Working place: The desk and the seat of the librarian (drives the vehicle himself and does all other work) are on the right side in the front. The desk and the seat are built in a way that they can be dis= assembled for the attendance.

Multipurpose cupboard - like Typ 2 000 - is direct beside the driver's seat.

Erklärung	legend
1 = Verbuchungstresen	charging desk
2 = Rückgabeablage	returndesk
3 = Sitz	seat
4 = Garderobenschrank	wardrobe
5 = Handwaschbecken	handbasin
6 = Mehrzweckschrank	materialcupboard
7 = Regale	shelves
8 = Büchertrog	bookbox
9 = Zeitschriftenablage	periodicalstack
10 = Ausstellung	exhibition
11 = Radkasten	wheelhouse
12 = Toilette	toilet
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15 = Schalttafel	control-panel
16 = Pult	desk
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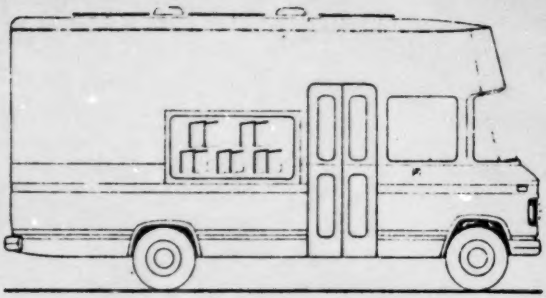
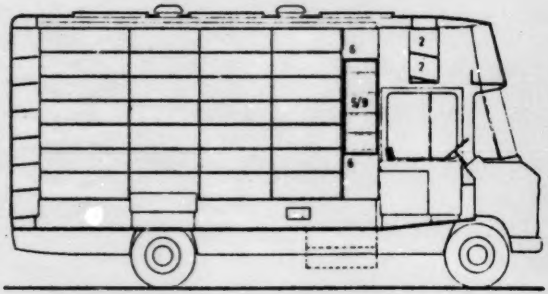
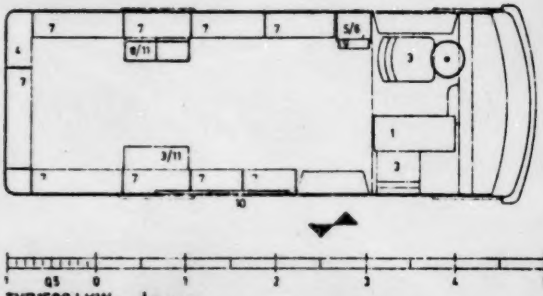
18 = Ausziehplatte	pull-out shelf
19 = Kühlfach	refrigerator
20 = Cassettenfach	cassette-shelves
21 = Spieleregal	game-shelves
22 = Taschenbücher	paperbacks







TYP 1500 LKW - lorry

Alternative:

Type 1 500 A - Lorry with driver's cab and car body with four shelves, two to the inside, two turned to the outside, with a capacity of 3 000 volumes. Dimension like type 1500.

Chassis: With driver's cab and chassis frame suitable for box body. Wheels 1. Typ 1500

Box body self-supporting with pipes and angle sections welded electrically.

Both sidewalls can be hinged partial. The lower parts of the sides are supported in an angle of 90 degrees and can be walked on from a little staircase in the back. The upper open parts of the sidewalls are a protection against sun and rain. The open parts have strong hinges, the lower part has warted plates from aluminium. The rear wall has an extensible staircase. The whole body is made from a incorrodible material suitable for the tropics.

Doors: On the rear wall there is a double door. Alternative: The door can be lifted up and used as protection against sun and rain.

Heating: Only if necessary a hot water heating under the shelves.

Air-condition: There is air enough by the open sides. In very hot countries it is useful to have full insulated closed top.

Typ 1 500 A

Interior like in Typ 4 000 respectively 1 500 with the following differences:

The lighting exists of 3 fluorescent lamps on each side with transistor set superposed plant and flat lamp shades above the shelves. The switching on and out can be done severable from the driver's dashboard.

Shelves: the double shelves with 7 boards can be used from outside and inside. The back walls and side parts of the shelves are glued together and fastened to the roof and the floor. The boards are covered with plastic material.

Magazine wall: One of the shelves inside or outside can be used for magazines.

Box for cassettes: This Typ does not need any.

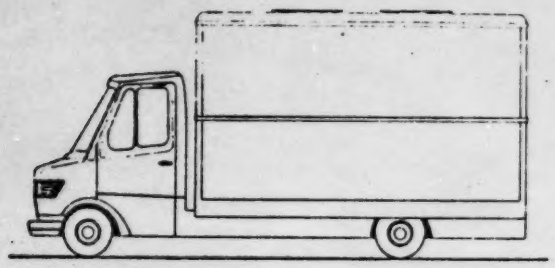
Working places : One folding-chair and -table are taken along and are used in- or outside.

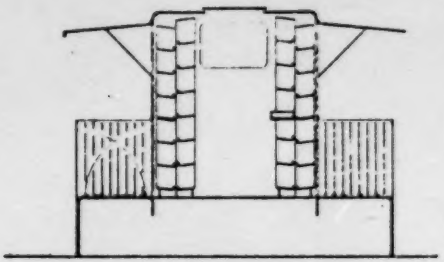
In the front of the crate there can be a refrigerator.

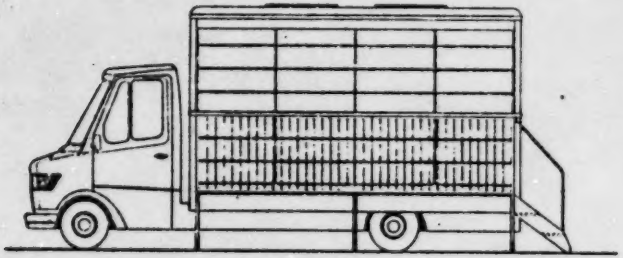
Sanitary installations: In the driver's cabin there is a built-in wash-hand basin with a covering. The water tank can be above the entrance or with a pumping installation under the basin.

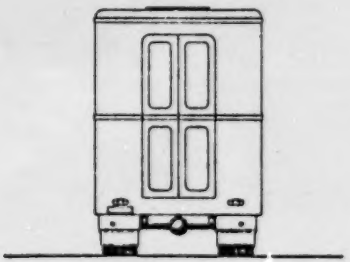
Wheel-housings: There is no building around.

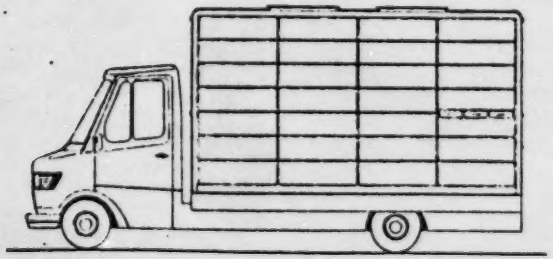
Fire extinguisher, first-aid box, batteries and - if need be - a battery charger are in the driver's cabin.

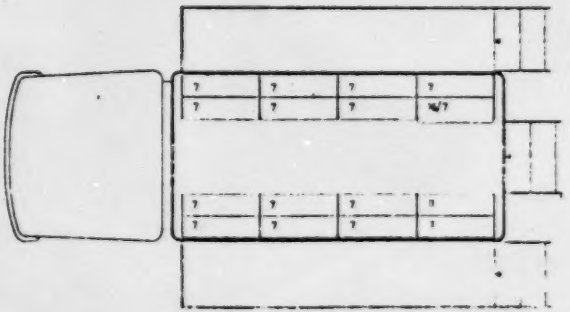












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4 = Garderobenschrank	wardrobe
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9 = Zeitschriftenablage	periodicalstack
10 = Ausstellung	exhibition
11 = Radkasten	wheelhouse
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14 = Kartei/Katalog	card-cabinet
15 = Schalttafel	control-panel
16 = Pult	desk
17 = Ladegerät	battery-charger
18 = Ausziehplatte	pull-out shelf
19 = Kühlfach	refrigerator
20 = Cassettenfach	cassette-shelves
21 = Spieleregal	game-shelves
22 = Taschenbücher	paperbacks

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Type 2 000 - A lorry which has a capacity of 2 000 volumes,

complete length	7,5 - 8 m
complete bredth	2,5 m
complete height	3,10 - 3,20 m
inside height	2 m

Chassis

The lorry-chassis - the front (bonnet, wind-screen and trapdoors) is overbuilt. The worse the street, the higher the wheels.
Alternative: a bus-chassis with a wind-screen with double-glazed window.

The following description of this standard refers to the stronger lorry-chassis.

Construction like type 4 000 with the following differences:

Doors: The vehicle has one glazed pneumatic double door 85 cm behind the front axle. In the chassis frame there must be extra compressed-air vessels. The door can be opened from inside by a push button at the desk and above the door.
Alternative: The door can be opened from in- and outside. It must be possible to disconnect it by a lighted pull switch from the desk inside. - The door is opened and closed pneumatically. There must be a stopcock for hand operation. The doors should have a safeguard sqeezing. The driver's cab has glazed trapdoors on both sides with one sliding window and sun-shades. All doors are lockable.

Windows: There are 4 glazed and toned large top lights.

Typ 2 000

Interior - like Typ 4 000 with the following differences

The lighting exists of 4 fluorescent lamps ...

Shelves: With an inside height of at the most 2.10 m in this vehicle there are 6 shelves one upon the other except above the wheel-housings. Besides them there are 2 shelves in the back. Near the driver's seat there is one shelf for returning books.

Magazine holder: A movable, two-side, pyramid-shaped holder for about 15 magazines is fastened to the wooden part of the last left shelf near the multi purpose cupboard and is locked to it during the drive.

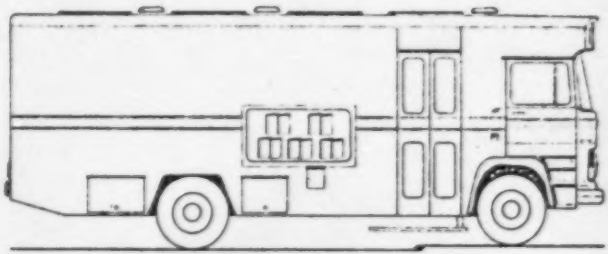
Working places: The desk is in the front on an upper level. Desk and seat are built in a way that they can be disassembled for the attendance. The driver's seat can be turned around about 120° and is used as a working seat. The second working seat is on the right side just beside the entrance door. Between them there is the desk with a top which can be opened, used for books.

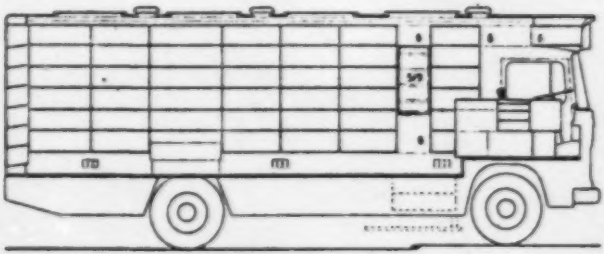
Multipurpose cupboard: The multipurpose cupboard has drawers for a card-index and a lockable cash-box and box for writing material, a built in wash-hand basin with water tank above the driver's seat and a pumping installation under the basin. It is close to the shelf for returning books on the left side.

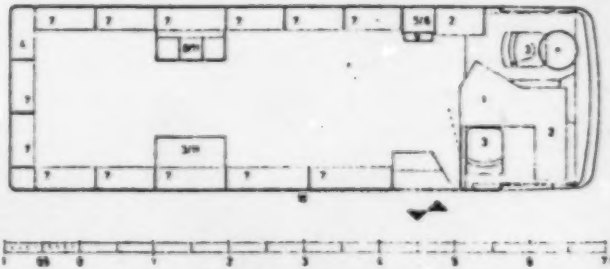
Sanitary installations - see multipurpose cupboard. There is no room for a toilet.

Wheel-housings: The rear wheels are built round like a box. The right one get a bolster and is used as a seat for readers. It can be put up for the driver's material. The left one is used as a trough for books of large size and picture-books.

Erklärung	legend
1 = Verbuchungstresen	charging desk
2 = Rückgabeablage	returndesk
3 = Sitz	seat
4 = Garderobenschrank	wardrobe
5 = Handwaschbecken	handbasin
6 = Mehrzweckschrank	materialcupboard
7 = Regale	shelves
8 = Büchertrog	bookbox
9 = Zeitschriftenablage	periodicalstack
10 = Ausstellung	exhibition
11 = Radkasten	wheelhouse
12 = Toilette	toilet
13 = Lesetisch	reading-desk
14 = Kartei/Katalog	card-cabinet
15 = Schalttafel	control-panel
16 = Pult	desk
17 = Ladegerät	battery-charger
18 = Ausziehplatte	pull-out shelf
19 = Kühlfach	refrigerator
20 = Cassettenfach	cassette-shelves
21 = Spieleregal	game-shelves
22 = Taschenbücher	paperbacks







TYP 2000 LKW - Lorry

Type 3 000 - bus with a capacity of 3 000 volumes,

complete length about	10 m
complete bredth	2,5 m
complete height	3,3 m
inside height	2,3 m

Chassis:

Bus-chassis with a front including double-glazed wind-screen.

Alternative: lory-chassis with a forward control truck.

The following description of the standard concerns the more suitable bus-chassis.

Construction: like type 4 000 with the following difference:

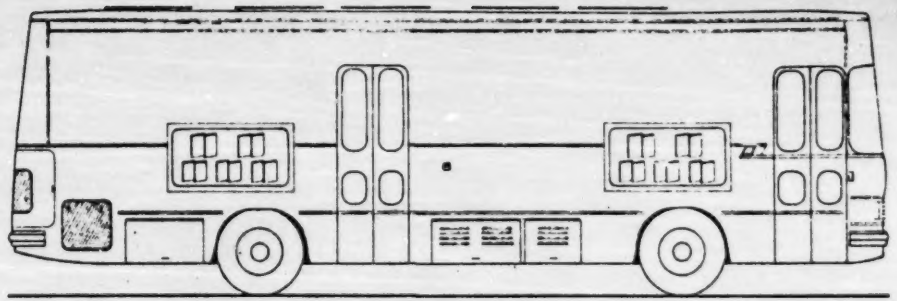
Windows: 5 large double-glazed and toned top lights (1 m x 1 m).

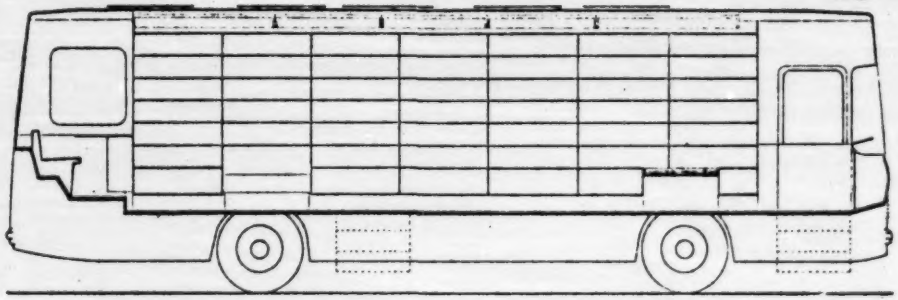
Typ 3 ooo - bus

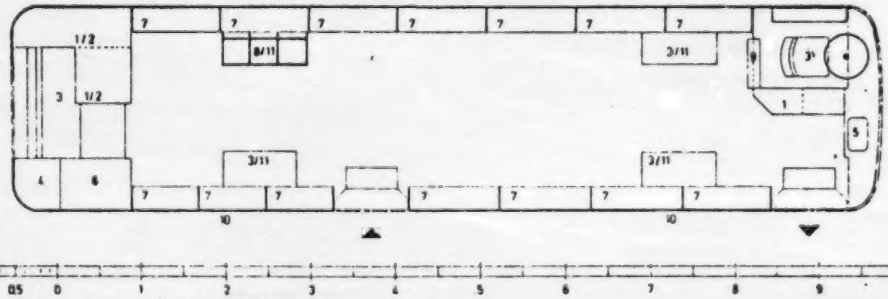
Interior - like Typ 4 ooo with the following difference:

The lighting exists of 4 fluorescent lamps ....

Erklärung	legend
1 = Verbuchungstresen	charging desk
2 = Rückgabeablage	returndesk
3 = Sitz	seat
4 = Garderobenschrank	wardrobe
5 = Handwaschbecken	handbasin
6 = Mehrzweckschrank	materialcupboard
7 = Regale	shelves
8 = Büchertrog	bookbox
9 = Zeitschriftenablage	periodicalstack
10 = Ausstellung	exhibition
11 = Radkasten	wheelhouse
12 = Toilette	toilet
13 = Lesetisch	reading-desk
14 = Kartei/Katalog	card-cabinet
15 = Schalttafel	control-panel
16 = Pult	desk
17 = Ladegerät	battery-charger
18 = Ausziehplatte	pull-out shelf
19 = Kühlfach	refrigerator
20 = Cassettenfach	cassette-shelves
21 = Spieleregal	game-shelves
22 = Taschenbücher	paperbacks







TYP 3000 (zweitürig) Bus
(two doors)

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Typ 4 000 S

Interior - like in Typ 4 000 with the following differences:

The lighting exists of 7 fluorescent lamps on each side ...

Shelves: With the exception of the parts above the wheel-housings and in the front there are 7 boards one upon the other. In the front there should be children's books if possible in 6 boards. On the rear wall there can be 2 additional shelves.

Magazine wall: Opposite the desk there is the magazine part, about 150 cm x 110 cm.

Working places: The desks are between the two doors sheltered from wind and cold. Two desks with inserts for card-indexes and a lockable cash box and two bolstered revolving chairs with back rest are in this area. Shelves for returning books or noted books are close to the working places. Opposite the entrance there is a folding table with a fastened stool used as reader's table or additional working place.

Card-index-cabinet: Left from the magazine wall is a swinging card-index-cabinet.

Cupboard: A spacious cupboard with a hat rack is in the left corner of the rear wall.

Sanitary installations: In the right corner there is a built in wash-hand-basin with a pumping installation under it.

alternative: A chemical toilet in the right corner with the wash-hand-basin in this room. The W.C. has an exhauster under the ceiling and a lockable door. In this case there is only room for one shelf in the back.

Wheel-housings - like in Typ 2 000

Type 4 000 S - Semitrailer with a capacity of 4 000 volumes,

complete length	14 - 15 m
complete bredth	2,5 m
complete height	3,4 m
inside height	2,3 m
in the front of the back part	1,9 m
length of the back part	11,5 - 12,5 m

The suitable truck has to come from a well-known firm.

Construction of the trailer like type 4 000 with the following differences:

Doors: The trailer has two pneumatic double doors with safety glass, one behind the kick up frame and one before the back axle, each about 85 cm.

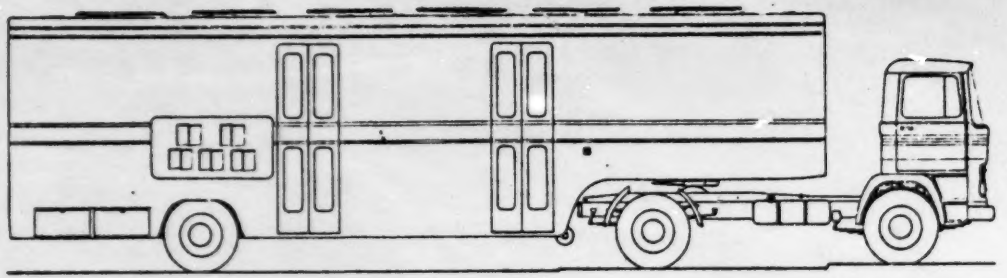
Windows: 6 large double-glazed and toned top lights 1 m x 1 m with sunshades.

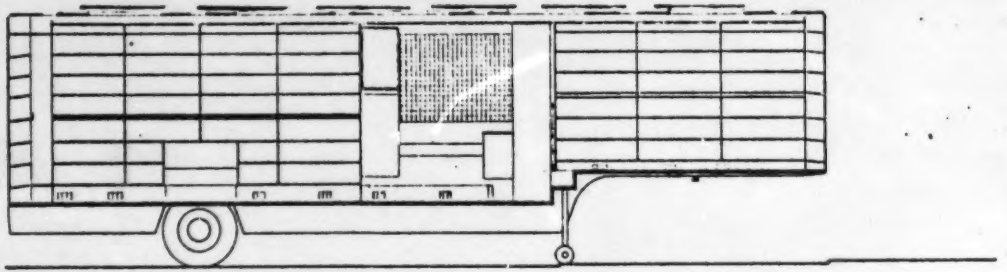
Showcase: On the right side of the trailer left of the back door is a showcase 80 x 150 cm.

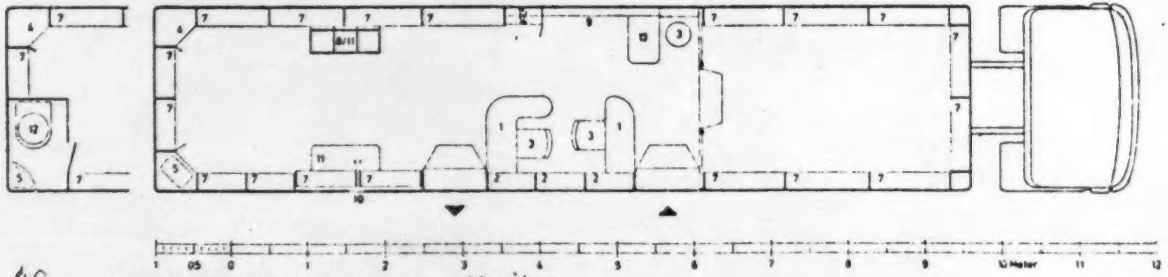
Heating: The driver's cab has to have an extra heating.

The electric lines met in the middle of the trailer opposite the doors where a switchboard is installed.

Erklärung	legend
1 = Verbuchungstresen	charging desk
2 = Rückgabeablage	returndesk
3 = Sitz	seat
4 = Garderobenschrank	wardrobe
5 = Handwaschbecken	handbasin
6 = Mehrzweckschrank	materialcupboard
7 = Regale	shelves
8 = Büchertrog	bookbox
9 = Zeitschriftenablage	periodicalstack
10 = Ausstellung	exhibition
11 = Radkasten	wheelhouse
12 = Toilette	toilet
13 = Lesetisch	reading-desk
14 = Kartei/Katalog	card-cabinet
15 = Schalttafel	control-panel
16 = Pult	desk
17 = Ladegerät	battery-charger
18 = Ausziehplatte	pull-out shelf
19 = Kühlfach	refrigerator
20 = Cassettenfach	cassette-shelves
21 = Spieleregal	game-shelves
22 = Taschenbücher	paperbacks







A6

TYP4000 Sattelzug - semitrailer

Type 6 000 - articulated lorry with a capacity of 6 000 volumes,

complete length	16 - 18 m
complete bredth	2,5 m
complete height	3,30 - 3,40 m
inside height	2,20 - 2,30 m

Chassis

Articulated lorry- chassis with front and double-glazed wind-screen.

Construction like type 4 000 with the following differences:

Folded gangway: The motor car and the after running are connected by a folded gangway from silver-gray material like a folding canoe. In the inside there is a crossing place like a circle from aluminium.

Doors: The articulated lorry has two 85 cm pneumatic doors with safety glass, one before the back axle and one before the front axle.
Alternative: one double pneumatic door before the middle axle 1,30 m.

Windows: 9 top lights 1 m x 1 m which can be opened.

Showcase: On the right side of the vehicle left of the doors there can be a showcase 80 x 150 cm.

Air-condition: An air fan with escapes on each side, two to start at the same time.

Typ 6 000 - articulated lorry

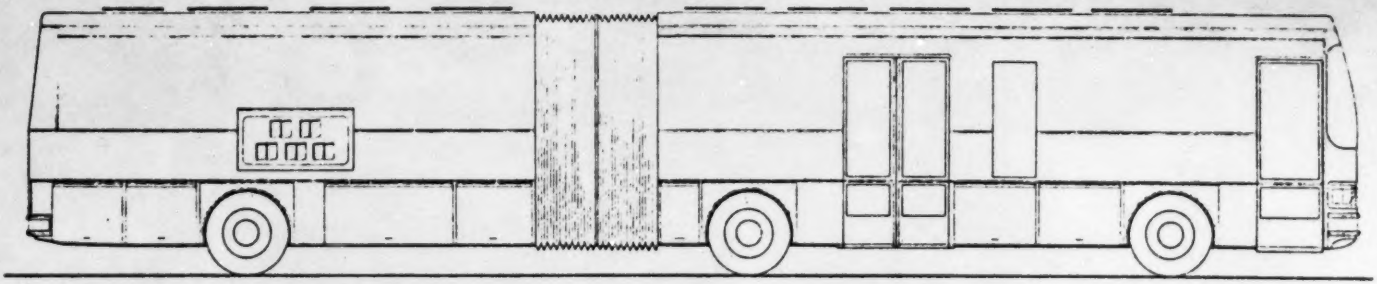
Interior - like Typ 4 000 with the following differences:

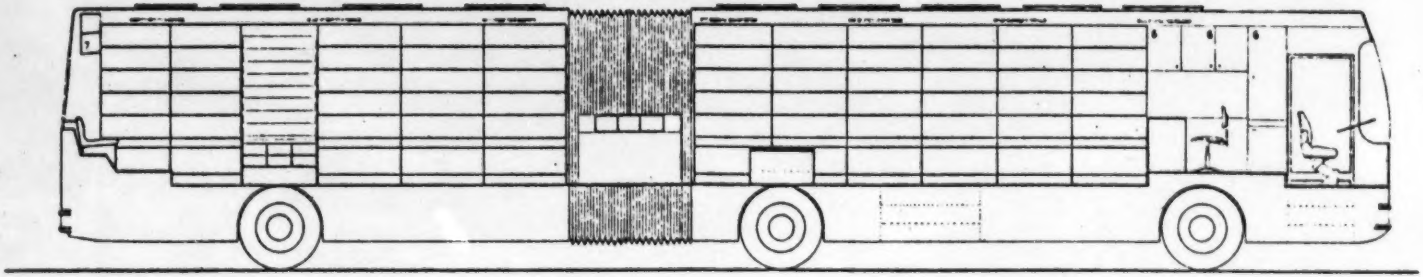
The lighting exists of 8 fluorescent lamps on each side with transistor set superposed plants and flat lamp shades.

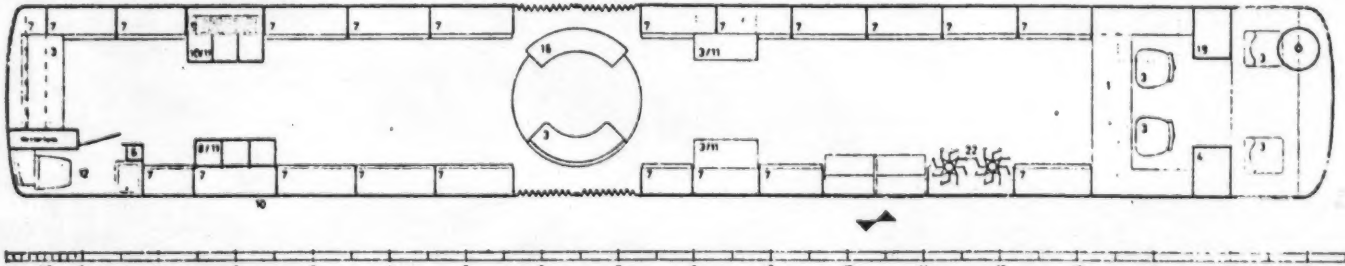
Magazine shelves: Instead of a magazine holder there are on both sides two-piece magazine shelves in the passage. They are fastened to the shelves in the driving vehicle and the after running. During the drive the magazine parts are folded and locked to the front edge of the shelves. By a safety contact the vehicle can only start if the magazine walls are folded. These magazine walls have 20 cm high synthetic glass in the front.

alternat.: Instead of a magazine wall there can be a settle on one side.

Wheel-housings: The middle and left back wheel-housings - put up and with a bolster - are used as a seat for the readers.

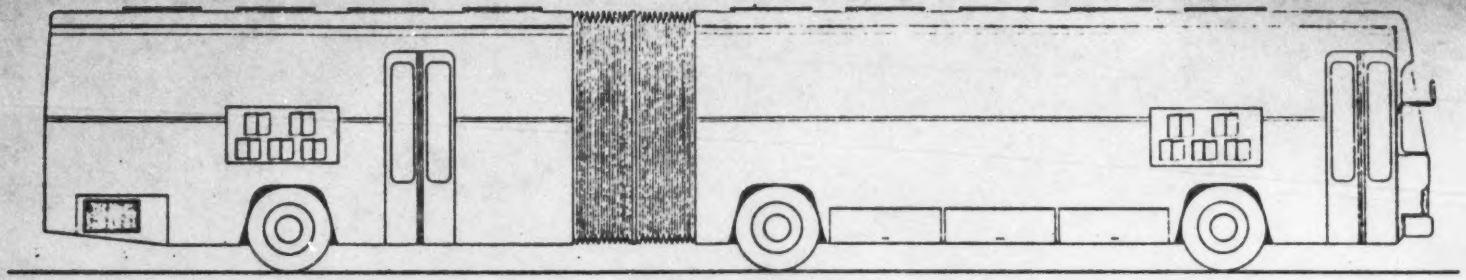


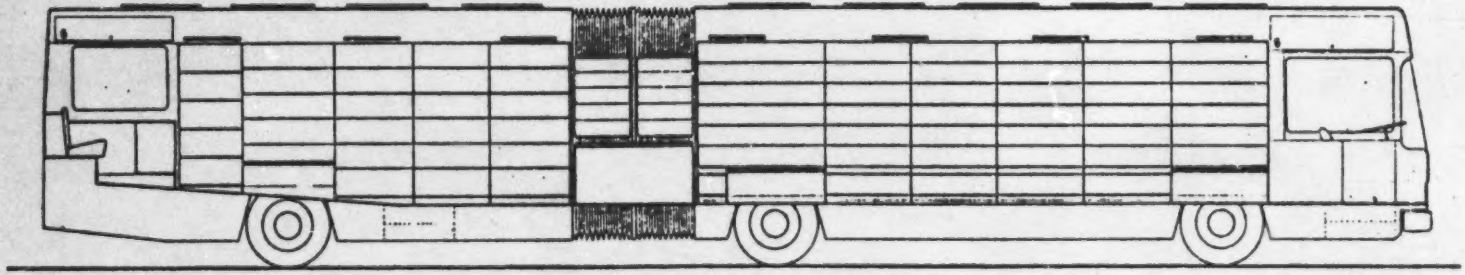


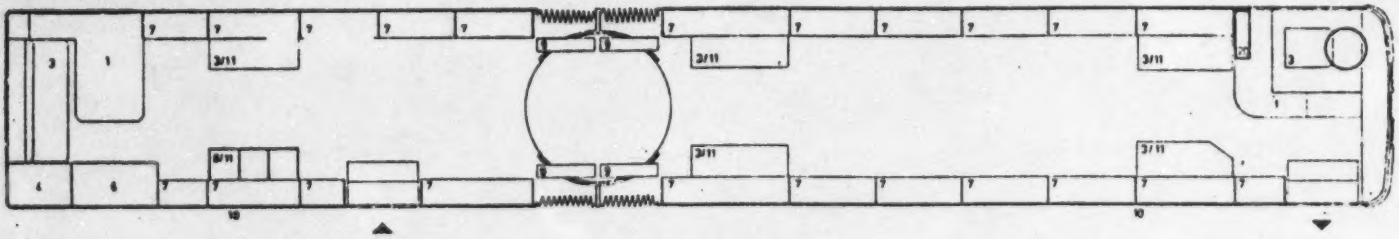


TYP 6000 (eintürig) Gelenkbus - articulated lorry
(one door) 50

Erklärung	legend
1 = Verbuchungstresen	charging desk
2 = Rückgabeablage	returndesk
3 = Sitz	seat
4 = Garderobenschrank	wardrobe
5 = Handwaschbecken	handbasin
6 = Mehrzweckschrank	materialcupboard
7 = Regale	shelves
8 = Büchertrog	bookbox
9 = Zeitschriftenablage	periodicalstack
10 = Ausstellung	exhibition
11 = Radkasten	wheelhouse
12 = Toilette	toilet
13 = Lesetisch	reading-desk
14 = Kartei/Katalog	card-cabinet
15 = Schalttafel	control-panel
16 = Pult	desk
17 = Ladegerät	battery-charger
18 = Ausziehplatte	pull-out shelf
19 = Kühlfach	refrigerator
20 = Cassettenfach	cassette-shelves
21 = Spieleregal	game-shelves
22 = Taschenbücher	paperbacks







TYP 6000 (zweitürig) Gelenkbus - articulated lorry
(two doors)

Erklärung	legend
1 = Verbuchungstresen	charging desk
2 = Rückgabeablage	returndesk
3 = Sitz	seat
4 = Garderobenschrank	wardrobe
5 = Handwaschbecken	handbasin
6 = Mehrzweckschrank	materialcupboard
7 = Regale	shelves
8 = Büchertrog	bookbox
9 = Zeitschriftenablage	periodicalstack
10 = Ausstellung	exhibition
11 = Radkasten	wheelhouse
12 = Toilette	toilet
13 = Lesetisch	reading-desk
14 = Kartei/Katalog	card-cabinet
15 = Schalttafel	control-panel
16 = Pult	desk
17 = Ladegerät	battery-charger
18 = Ausziehplatte	pull-out shelf
19 = Kühlfach	refrigerator
20 = Cassettenfach	cassette-shelves
21 = Spieleregal	game-shelves
22 = Taschenbücher	paperbacks

GUIDELINES - Garages, magazines and working-rooms for mobile libraries

1 - GENERALITIES

1.1 All technical services must be on one floor, except storage which can be on several floors if it is equiped with a lift.

1.2 No obstacles to go from one room to another, mainly for the book trolleys, by example, no step between offices, storage and garage ; corridors must be wide enough to allow two trolleys crossing themselves. (trolley : broad : 0,60 m ; length : 1 m ; doors : broad : 0,90 m minima.

1.3 Orientation : west or south for offices or working areas, but not recommanded for storage and garage.

1.4 Overload : for offices : 300 kg/ square meter
for storage : 600 kg/ square meter
for garage : 2000 kg/ square meter

1.5 Lighting : incandescent in offices or working areas, fluorescent in storage and garage

1.6 Heating : 20° everywhere except garage : 16° celcius (temperatures between 8-10° Celcius provide most favorable conditions for resting of the bookmobile)

2 - GARAGE

2.1 Location

The garage should situated such that there is a good connection to the main library's or bookmobile's storage space, so that loading and unloading can be performed conveniently inside the building, with very short walking distances to the check-out desks for adults and children's books. This ensure ease of transport of the fairly large amount of books to be carried to and from the bookmobile each day.

Where access conditions make it impossible to park the bookmobile next to the hom e-base library, it is necessary to have daily access to a van for transporting books. This, however, is a time-consuming and inexpedient solution.

Large library systems, from which a large number of bookmobiles operate, may find it an advantage to set up a home-base library in connection with the garage for bookmobiles ; the stock here though is only used in bookmobiles and is moreover not generally accessible to the public.

This solution makes it possible to place home-base library at a geographically convenient place with suitable access facilities. In

planning its location, consideration should be paid exclusively to the most profitable garage conditions and location of stock in relation to the bookmobiles.

Garage's access must be always confortable for bookmobiles : large and flat manoeuvring areas provided with ground-lights when it is dark. When access to the garage is made up with a way on the slope, it is necessary to fit up before the garage's doors a drain with bars for discharge of water.

2.2 Size

Generally bookmobile's size : length : from 7 to 13 meter (except trailor) width : 2,50 m ; height : 3,40 m.

The international dimensions of the garage should at least correspond to the bookmobile length + 3 m, its height + 1 m and its width +1,5 m at either side. The entrance should correspond to the bookmobile width + 1 m at either side and bookmobile height + 50 cm.

General bookmobile clearance requirements :

width : 5 m, length : 14 m, heigh : 4 m

garage space for one bookmobile : 70 msq .

2.3 Ramps

In the side of the garage where the access door to the bus is, there should be an 1 m minimum wide ramp, raised above garage floor level in such a way that the ramp level corresponds to the bookmobile floor level mostly 1 m high. Bookmobile may have sometimes side door and sometimes behind door so that it is often necessary to get two ramps : one in the side and one in the bottom. Ramps must be hollows so as to put tyres, tools, spare-wheels, petrol or oil tins and other materials for maintenance and service of the bookmobiles.

A solid access bridge must be used from the ramp accross to the bookmobile floor, making it possible to drive a book trolley directly into the bookmobile (approximatively width : 80 cm).

When garage shelters several bookmobiles, mobile ramp, wood or metal constructed, should be built to be set up between two bookmobiles. This ramp is 1 m width and 1 m height.

2.4 Doors

Doors, 3,60 to 4 meters minimum height, should be preferentialy upwards and downwards with electrically system operated. When it is space on the side enough, doors can be lateralwards manoeuvred but it is not so practical.

To provide natural lighting in garage when it is closed, doors should

be made with translucent matter. Not to be obliged to open the garage's doors when persons have to enter in the garage, one can arrange a little door inside the garage's door. As far as possible to make easier the bookmobile's manoeuvring, it is recommanded to have minimum pillars at the garage's entrance.

2.5 Ventilation

Exhaust must be ventilated from the garage, for example via a rubber tube from the bookmobile's exhaust pipe through the roof, or a wall, to the exterior.

Best results are attained by locating the vents at either ends of the garage, one at the edge of the floor and the other at the edge of the ceiling. When it is not possible to fit up ventilation system, one must set up sieves with a little space between two doors so as one don't breath exhaust when staff is working in office or storage spaces.

2.6 Other garage related requirements

- Rustproof electric outlets at both ends of the garage used to connect battery charger , vacuum cleaners, create additional lighting as well as heating.

- Water mains and wash basin for washing hands

- It should be possible to wash the bookmobile on the outside while it is parked there. Hence, water supply and draining should be provided to drain the washing waste water off .

- Necessary and required fire extinguishers and safety equipment.

- A grease pit : 1,50 meter depth, complying with regulators, lighting, power socket, stairs, cover and edges, to avoid washing waste water discharge down into the tip, should be provided.

3 - STORAGE SPACE

- Book storage is determinated relative to the size of the community or municipality, on the average minimum 28 meq/ bookmobile. Shelves capacity must be three times bookmobile's capacity.
- Bookmobile's storage needs more natural lighting and more space than common book storage because of the big and daily books rotations.
- If the book storage is set up with several floors, booklift is required (1,10 m width, 1,40 m length, 2,20 m height minimum).
- Double door between storage and garage should be electrically operated to make easier book's carriages with trolleys.

4 - OFFICES

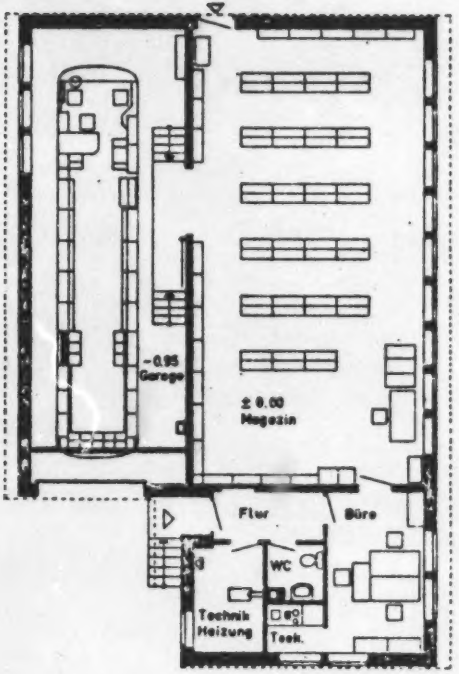
- Office space : minimum of 16 mq. + 8 mq. for each the accompanying librarians
- This space is provided with desks, chairs, arm-chairs, shelves and wardrobes.

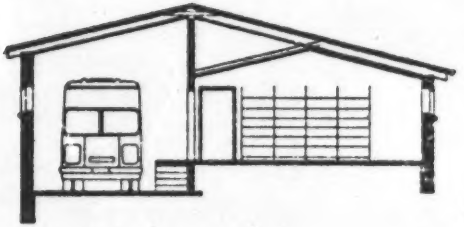
5 - WORKING AREAS

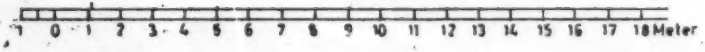
- These spaces should be mixed with offices. They enclose materials for equipment and repairing books.
- Working space : 15 mq. for one person.
- The working areas are provided with shelves and big wall-cupboards for setting books repair and equipment, large tables, book-binding machine, pressing machine, trimmer, offset and multigraphy-machine.

6 - SHOWER AND TOILETS

- one shower
- two toilets (men & ladies).







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Model | Modell

Fahrbücherei – Stützpunkt
Kreis Steinburg in Itzehoe
Arch. Ulrich Glumm Rosdorf

Bundesrepublik Deutschland / F.R.G.

(Non-professional translation)

Draft guidelines for the collection of mobile branch libraries and departments.

1. General aspects:

1.1. Mobile libraries and departments are understood as mobile libraries functioning within the working-area of a central library or a county library (hereinafter referred to as "main library") as a branch library, record library, separate children's department or possible other departments. The mobile library ought to be an integrated part of the library system.

1.2. The basis for selection of library materials for mobile libraries should be the same as in the main library, i.e. the selection should be an integrated part of the general selection and acquisition policy.

1.3. The physical size of a mobile library always limits the range and kind of materials. However, in principle the whole collection of the main library (and library system) should be available for mobile library users. The lack of direct access to large collections must be reduced to a minimum by an efficient request service.

1.4. All materials should have the same loan principles as in a fixed or non-mobile library.

2. The composition of the collection:

2.1. The collection can exist of books including reference material and other materials e.g. audio-visual materials, journals, periodicals, brochures. The main function of the mobile is a lending function.

2.2. The composition of the collection highly depends of the working area (number of adults and children). A minimum of 50 % material for adults is advisable in bookmobiles for ordinary use.

2.3. The collection can include special materials for e.g. local community information.

2.4. If the mobile has a special task (e.g. services to schools, immigrates, adult education, illiteracy program) this will be taken into account with the composition of the collection.

2.5. A catalogue (in microform) of the library system is advisable. A card index often takes too much room.

3. Guidelines for the quantity of the collection:

3.1. Starting points:

311 These guidelines refer to the special mobile library collection of the main library, of which are made up the collections for the mobile library.
N.B. There are no guidelines for periodicals, journals etc.

312 The guidelines are based on the carrying capacity of a mobile library. The capacity of a bookmobile comes to an average of 3 000 volumes, a trailer of 5 000 volumes and an articulated lory of 8 000 volumes. (In the framework of this publication other mobile library types are left out of consideration). This capacity is also appropriate for mobiles containing audio-visual materials as well.

3.1.3. The collection in the bus should regularly be supplied and renewed. The collection should be always up to date. Therefore it is necessary to have a bufferstock (apartly or integrated in other special collections of the library system). When the number of mobile libraries of the main library is smaller, this bufferstock can be smaller as well.

Also the loan-policy (e.g. how many books per person) can influence the size of the collection.

3.1.4. Experiences in different countries showed mobile libraries are used very intensively and, related to fixed libraries, the loan frequency of books is two or three times higher.

And because of trembling during the driving, books wear out sooner and have to be repaired and renewed sooner.

3.2. Guidelines:

3.2.1. Regarding the items mentioned above the absolute minimum when a mobile library first is established should be three times the carrying capacity of the vehicle. In a more developt mobile library service this rule of thumb appeared not to be appropriate. The guidelines have to be as mentioned under 3.2.2.

3.2.2. The guidelines for the collection of mobile libraries depends on the number of mobile libraries and/or departments of a central library or a county library and comes (with a starting-point of the carrying collection of 3 000 volumes), at least to:

for the first mobile	18 000 vols.
for the second mobile	16 500 vols.
for the third mobile	15 000 vols.
for the fourth mobile	13 500 vols.
for each mobile afterwards	12 000 vols.

This calculation is based on

an average capacity of the mobile	3 000 vols.
books on loan (2 per person, 3 000 borrowers)	6 000 vols.
bufferstock and non-circulation (binding etc.)	9 000 vols.
	18 000 vols.

Note: If the carrying capacity of the mobile is higher or lower the guidelines have to be adapted.